

Huron County Airport Authority  
Tentative Agenda  
For Regular Meeting, Monday, February 13, 2017 – 5:00pm

Call Meeting to Order:

Roll Call: Harry Brady \_\_\_\_\_  
Melissa James \_\_\_\_\_  
Randy Birchfield \_\_\_\_\_

Guest:

Motion to Excuse:

Approval of Minutes from Regular Meeting: January 09, 2017

Operational and Financial Report January 31, 2017

January 2017 Fuel Sales:

AVGas: \$ 1,411.70	Gallons: 324.53
Jet A: \$ -0-	Gallons: -0-

Approval of January 31, 2017 Financials

As of January 31, 2017

Cash in Bank:	\$ 14,746.75
Net Income YTD:	\$ 9,236.78
Total Expenses YTD:	\$ 9,170.30
Net Income/ Loss YTD:	\$ 66.48

Approval to Pay Invoices: \$ 18,456.63

Old Business:  
Grant Update

New Business:

2016 Farm Rent \$8,538.64 deposited 02/07/2017  
FAA Share 90% Payment \$12,374.00 deposited 02/07/2017

Date of Next Meeting:  
Monday, March 13, 2017@ 5:00pm

Public Comments:

Adjournment:

Huron County Airport Authority  
Regular Meeting Minutes, January 09, 2017

1. Harry Brady called the meeting to order

2. **Roll Call**

**Members Present:** Harry Brady Melissa James Randy Birchfield

**Guest:**

3. **Motion to Excuse:**

4. **Approval of Minutes:**

Melissa James made a motion to approve the December 12, 2016 regular meeting minutes. Randy Birchfield seconded. Motion Passed.

5. **Operational and Financial Report:**

December 2016 Fuel Sales:

AVGas: \$ 1,111.82 Gallons: 255.59

Jet A: \$ Gallons:

Approval of December 30, 2016 Financials

As of December 30, 2016

Cash in Bank: \$ 14,322.77

Net Income YTD: \$ 127,726.70

Total Expenses YTD: \$ 157,548.45

Net Income/ Loss YTD: \$ (29,821.75)

Approval to Pay Invoices: \$ 9,139.64 (01/09/2017)

Melissa James made a motion to approve financial reports. Discussion of property taxes. Commissioners would need to do a waiver. Letter to Commissioners from Board. Randy Birchfield seconded. Motion Passed.

Need to change process of farm rent.

6. **Old Business:**

Randy Birchfield stated that Manairco was to refund \$200.00 for beacon repair. Green light is working, prongs needed to be bent.

**Grant:** Resolution #2016-3

The following resolution was presented by Melissa James who moved its adoption and seconded by Harry Brady; whereas, The Norwalk-Huron County Airport hereby authorize President Harry Brady to execute the Ohio Airport Matching Grant M17-36 for the Norwalk-Huron County Airport for Master Plan Update and Apron Design and in the amount of Sixteen Thousand Dollars and Zero Cents (\$16,000.00); now Therefore, Be It Resolved, that the signed Grant be accepted. Whereupon the resolution was declared adopted.

Melissa James reported that the June ODOT inspection recommends the following:

- Fuel emergency shut off sign more prominently displayed
- Fuel sump cans missing / Remove sign
- Replace emergency call sign
- Repair runway lights / clips and knocked over / stake mounted / missing

Michael Baker International Consultant Report

Melissa James moved to have the ability to sign grant closeout forms for submission to the FAA. Randy Birchfield seconded. Motion Approved.

7. **New Business:**

Randy Birchfield would like a special meeting to discuss the Master Plan. (Technical Advisory Committee (TAC) needs to be established and all meetings will be open to the public.) Water leak- DeLuca came out dug up the wrong hydrant. Will be left until spring. Commercial roof leaking. Will write letter to Commissioners for waiver on property taxes. AvGas pump leaking at swivel needs O-ring replaced. Taxiways need to be plowed. Marcus needs contract for mowing (was awarded the bid). Need sign on how to operate pumps (John was supposed to do that after the December meeting). Crop-duster Steve has not paid his rent, my need legal opinion (Paid for six months October 2016 – March 2017 on 01/13/2017)

Melissa James moved to approve Michael Baker International Task #1 Invoice for Master Plan Update in the amount of \$13,749.85. Harry Brady seconded. Motion Passed. Read Michael Baker International update. No information has been received since the FAA meeting. Working on filling the spots on the Technical Advisory Committee (TAC).

Election of Officers for 2017

Harry Brady moved to remain President. Melissa James seconded. Melissa James moved to remain Vice-President. Harry Brady seconded. Motion Passed.

Next Meeting March 13, 2017

8. **Public Comments:**

Dan LeClair stated that he has heard disparaging remarks about the Friends.

9. **Adjourned:**

Respectfully Submitted,

Linda Vaughn

Board Approval,

Harry Brady  
President

Approved: \_\_\_\_\_

**Huron County Airport Authority**  
**Balance Sheet**  
As of January 31, 2017

10:08 AM  
02/13/2017  
Cash  
Basis  
Jan 31, 17

**ASSETS**

**Current Assets**

**Checking/Savings**

Civista 23825 14,746.75

**Total Checking/Savings** 14,746.75

**Accounts Receivable**

Accounts Receivable -907.50

**Total Accounts Receivable** -907.50

**Total Current Assets** 13,839.25

**TOTAL ASSETS** 13,839.25

**LIABILITIES & EQUITY**

**Equity**

Opening Balance Equity 40,822.82

Retained Earnings -27,050.05

Net Income 66.48

**Total Equity** 13,839.25

**TOTAL LIABILITIES & EQUITY** 13,839.25

Huron County Airport Authority  
**Profit & Loss YTD**  
 January 2017

10:09 AM  
 02/13/2017  
 Cash  
 Basis

	<u>Jan 17</u>	<u>Jan 17</u>
<b>Ordinary Income/Expense</b>		
<b>Income</b>		
Commercial Office Rent	937.50	937.50
Fuel Sales	1,389.78	1,389.78
Hangar Rent	6,609.50	6,609.50
Utilities Reimbursement	300.00	300.00
<b>Total Income</b>	<u>9,236.78</u>	<u>9,236.78</u>
<b>Expense</b>		
Credit Card Processing	30.66	30.66
Maintenance	150.50	150.50
Office Expense		
Office Supplies	25.47	25.47
<b>Total Office Expense</b>	25.47	25.47
Ohio EPA Reporting	800.00	800.00
Propane	288.36	288.36
Property Taxes	3,410.22	3,410.22
Repairs and Maintenance	2,561.48	2,561.48
Sales Tax		
Sales Tax Discount	-0.60	-0.60
Sales Tax - Other	80.61	80.61
<b>Total Sales Tax</b>	80.01	80.01
Secretary / Treasurer	75.00	75.00
Snow Removal	375.00	375.00
Utilities		
Electric	1,155.87	1,155.87
Telephone Expense	116.52	116.52
Water	101.21	101.21
<b>Total Utilities</b>	<u>1,373.60</u>	<u>1,373.60</u>
<b>Total Expense</b>	<u>9,170.30</u>	<u>9,170.30</u>
<b>Net Ordinary Income</b>	<u>66.48</u>	<u>66.48</u>
<b>Net Income</b>	<u><u>66.48</u></u>	<u><u>66.48</u></u>

# Huron County Airport Authority

Date: 02/13/2017      Invoice Approval      for      02/13/2017

Business Name	Invoice Date	Amount	Purchase	Check #
AirNav.com	02/09/2017	54.00	Basic Listing	
Beck, John	01/10/2017	24.66	Swivel Connector	
Brohl & Appell	01/16/2017	36.86	Stem Assembly / Push Fit	
Ferrellgas	01/23/2017	408.36	200.80 Gallons	
Frontier	01/28/2017	115.88	Service 01/28/2017 - 02/27/2017	EFT
Goff, Marshall	02/08/2017	800.00	January	
Huron County Chamber	02/01/2017	15.97	Copies	
John Deere Financial	01/28/2017	13.98	Belts	
Manairco	01/31/2017	59.05	Green Lens	
Michael Baker International	01/09/2017	13,749.85	Master Plan Update Study	
Northern Ohio Rural Water	01/25/2017	723.96	54,900 Gallons	
Norwalk City	01/18/2017	75.00	Testing December 2016	
Ohio Business Gateway	02/07/2017	101.58	Sales Tax - January 2017	EFT
Ohio Edison	01/30/2017	1,190.39	Service 12/30/2017 - 01/27/2017	EFT
QTPod	01/31/2017	995.00	Gold Level Service for Terminal	
Shipley's Office	02/01/2017	17.09	Business Cards	
Vaughn, Linda	01/31/2017	75.00	Secretary / Treasurer - January	
		<u>18,456.63</u>		